



OLD VALUES - NEW HORIZONS

## COMMUNITY DEVELOPMENT

3 North Lowell Rd., Windham, New Hampshire 03087

(603) 432-3806 / Fax (603) 432-7362

[www.WindhamNH.gov](http://www.WindhamNH.gov)

### Planning Board Approved Minutes

Wednesday, June 1, 2016

7:00pm @ Community Development Department

#### Attendance:

Chairman, Paul Gosselin-excused  
Alan Carpenter-excused  
Gabe Toubia, alternate-present  
Matt Rounds, alternate-present  
Kathleen DiFrusia-excused  
Ross McLeod-present

Vice Chair Kristi St. Laurent-present  
Ruth-Ellen Post-excused  
Margaret Crisler-present  
Dan Guttman-present (7:06pm)  
Jennifer Simmons, alternate-excused

#### Staff:

Laura Scott, Community Development Director  
Dick Gregory, Code Enforcement/ ZBA Administrator  
Anitra Brodeur, Minute Taker

#### Extension Request - Case#2015-3 Wood Meadow Subdivision

Applicant- Peter Zodhi  
Owner-Wood Meadow Development LLC

Ms. Laura Scott summarized the request. The conditional approval for this case expires on July 1<sup>st</sup>, 2015; it is a one-year conditional approval. The applicant is waiting on DES approval.

#### Dan Guttman arrived at 7:06pm.

Mr. Shane Gendron addressed the Board. They are working on water supply approval for the community water system; DES requires a more rigorous supply approval. The abutters must also be contacted which can be a timely process.

The applicant is testing for quality and quantity of the water supply as well. Lewis Engineering will be designing the system and the applicant will have a management company test water quality. Mr. Gendron estimates they are 60-70% complete with the water testing. Hydrant locations have also been placed in coordination with the fire department.

There were no complaints by the abutters during the pump tests on this property according to Mr. Gendron and Ms. Scott.

The extension request is due to the water system as well as the 4 items on the letter from Laura Scott dated May 26<sup>th</sup>, 2016. The Board added the fifth item during the discussion:

1. Plan revisions per May 3, 2016 KNA review
2. Legal documents are being reviewed by Attorney Campbell and will then be provided to the Conservation Commission for final review and approval
3. Financial Guarantee
4. 21 Settlers Ridge Rd. driveway and loan payment

Public comment was opened and closed at 7:16pm.

**A motion was made by Mr. McLeod to allow the extension request to be granted pending the applicant meeting the 5 items listed. Seconded by Ms. Crisler. Vote 6-0. Motion passes.**

### **2017-2024 Capital Improvement Plan (CIP)**

#### **Member Interview and Appointment**

**A motion was made by Mr. Guttman to nominate Steve Bookless for the remainder of the two-year term on the CIP. Seconded by Ms. Crisler. Vote 6-0.**

#### **Discussion**

Mr. Steve Bookless addressed the Board. Mr. Bookless stated that it would be better if Mr. Gustafson did the three-year term, as he had been Chairman in the past. Mr. Bookless would gladly serve the two-year term.

**A motion was made by Mr. Guttman to nominate Rob Gustafson for the three-year term on the CIP. Seconded by Mr. McLeod. Vote 6-0. Motion passes.**

#### **Definition of Capital Improvement**

The Board has concerns around moving the CIP to a higher dollar amount. The CIP is designed to help plan projects several years out; these are significant items that need to be budgeted. \$50,000 is a limit that may be appropriate for both discussion and priority.

**A motion was made by Mr. Guttman to reset the limits to \$75,000 for the CIP. Seconded by Mr. Toubia for discussion.**

**Vote 2-4. Opposed St. Laurent, Crisler, Rounds, McLeod. Motion does not pass.**

**A motion was made by Mr. McLeod to keep the dollar amount set at \$50,000 for the CIP and to stay in place until the Board changes its mind. Additionally, the CIP will send a letter to all department heads asking for any items that would go to CIP if the amount were lessened to \$25,000. Seconded by Mr. Rounds.**

The Chair invited public comment at 7:37pm.

Mr. Bookless addressed the Board. He had stated that, in the past, department heads would not bother to put together a proposal as the CIP will not allow “bundling” of items.

There is potential money left on the table as not everything is approved by the voters. The CIP is challenged with prioritizing these items. Voters will often take the recommendations of Boards.

**Vote 4-2. Motion passes. Mr. Guttman and Mr. Toubia opposed. They think the dollar amount should be at a higher amount.**

**A motion was made by Mr. McLeod to nominate Mr. Guttman and Mr. DiFrusia to the CIP as Planning Board representatives conditioned on Ms. Difrusia acceptance. Seconded by Ms. Crisler. Vote 6-0. Motion passes.**

The Board reached consensus around the definition of “Capital” at the end of the discussion as well.

### **2017 Town Meeting – Finalization of Board Work List**

The Board discussed whether or not the Board wanted to work on the Open Space Ordinance or Workforce Housing Ordinance. The Board did not agree to this for 2017.

Elderly Housing- Ms. Crisler and Mr. Guttman will be in charge of that subcommittee.

Ms. Scott was looking to confirm that these were the 4 items, listed in the memo to the Board dated May 26<sup>th</sup>, 2016. The items that the Board wanted to work on and assign members to each subcommittee are:

1. Buffers/Screening
2. Village Center, PBT, and Gateway Districts
3. Watershed Ordinance
4. Elderly Housing

These topics were discussed and divided into subcommittees. The Board also discussed Porous Pavement as part of Item #3 on the list.

### **Tax Increment Finance District (TIF)**

Mr. McLeod suggested talking to the EDC about whether or not this was a good idea. The Board stated that in conversations with members of the EDC, they are excited about both the possibility of interconnectivity of the parcels and the TIF District.

Several Boards in town can propose the TIF District. Mr. McLeod pointed out that the Board of Selectmen would weight in their decision whether or not the idea had the support of the Planning Board and the WEDC.

There are TIF Districts nearby that can be inviting and successful for communities. The Board discussed the “if you build it, they will come” philosophy that some communities have embraced over the years. Ms. Crisler has consistently opposed TIF districts and will continue to do so.

The Board also discussed the potential for a TIF district to support the infrastructure of the Village Center District. The Board is not in favor of having the TIF discussion with the Board of Selectmen. The EDC will be communicated with to convey the Board’s discussion.

### **SNHPC Complete Streets Program**

Mr. McLeod discussed the roundabouts and fog lines and how they are beneficial to all kinds of traffic, including cyclists. Mr. Guttman asked if the Board of Selectmen approved paying for the paint on any lines in town. The Board also talked about traffic circles, roundabouts, and road width and how it would be possible to incorporate some of the SNHPC ideas.

Ms. St. Laurent suggested a “pop-up planning initiative”. The “pop-up” would be set up on a street with a wider street width and it could be in a segment or neighborhood where fog lines could be experimented. The public could drive on a road with the “proper” lines and then, just after, without the lines so that they could get a sense of how much space each type of traveler, particularly cars, has on a road. A demonstration project would work well on Squire Armor Road or Jenny’s Hill Road; these were two streets that were suggested. Ms. Scott will check with Ms. von Aulock at SNHPC and work with Ms. St. Laurent to do the “pop-up initiative” if Windham is chosen for the grant. The Board is in agreement that they should contact Ms. von Aulock and apply. Mr. Toubia does not see a long-term application of this in town.

### **Meeting Minutes – Review and Approve**

**A motion was made by Mr. McLeod to approve the May 11, 2016 as presented. Mr. Guttman seconded. Vote 3-0-3. Motion passes. (Mr. McLeod, Ms. Crisler, and Mr. Rounds abstained.)**

**A motion was made by Mr. Rounds to approve the May 18, 2016 as presented. Mr. McLeod seconded. Vote 4-0-2. Motion passes. (Mr. McLeod and Ms. Crisler abstained.)**

**A motion was made by Mr. Guttman to go into a non-meeting with town counsel at 8:39pm. Seconded by Mr. Toubia. Vote 5-1. Motion passes. Mr. McLeod opposed.**